

FIELD OPERATIONS BUREAU

FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 07-02

December 14, 2007

TO: All Food Assistance Action Committee (FAAC) Members
and Field Operations Bureau (FOB) staff

SUBJECT/PURPOSE: Verification/Documentation for Timeliness of Application
Award Funding

RELATED REFERENCE: FNS-310 Appendix C, Item #68; RADEP-1 Item 010-F013
Timeliness of Application Processing

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

For the past several years, the Food and Nutrition Service (FNS) has reflected its concern that applicant households have their applications processed in a timely manner through review and analysis of mandated statistical data provided by the states through the Quality Control (QC) system. (See Item #68, FNS Handbook 310 Appendix C., page C-39.) As an incentive, annual bonus payments for best and improved performance in this area have been and continue to be awarded to the winning states. In order to validate the final results, FNS will be reviewing ALL Timeliness findings for the top ten states.

INSTRUCTIONS:

In order to ensure the correctness of the Timeliness of Application coded on RADEP Item 010-F013, the Food Stamp Unit (FSU) will be looking for verification/documentation substantiating the coding. Quality Control (QC) reviewers and Supervisors MUST include the appropriate application and any other documents reflecting the basis for the determination.

NOTE: Any and all cases in which there is no supporting documentation/verification will be brought to the attention of the County QC Supervisor.

Inasmuch as the QC Case file must already contain the current application, it is expected that this verification review will not impose any additional burden on reviewers and Supervisors.

INQUIRIES: Michael Bowman-Jones,
Program Analyst

Original Signed by Hector Hernandez

HECTOR HERNANDEZ, CHIEF
Field Operations Bureau